

Upon request, we will issue a document stating whether or not a business entity is in good standing with us. Effective this year, we've made significant changes to the guidelines for obtaining that information from us.

### **Document name change**

Since the purpose of the document is to disclose in writing a business's current status with us, we've changed its name from *Letter of Good Standing* to *Entity Status Letter*. The information in the letter is public and does not reflect the entity's status with any other agency (e.g. the California Secretary of State).

### **Fees**

Effective January 2003, we generally increased the charge for the requestor of an Entity Status Letter to \$20 per letter for corporations and limited liability companies taxed as corporations. Effective February 1, 2003, we have instituted a charge of \$20 for each exempt organization entity status letter. The fee more accurately reflects our cost to process these requests.

We **do not** charge a fee for the following:

- Requests made within 30 days of an account's good standing restoration date
- Requests made for limited liability companies taxed as partnerships or as disregarded entities (e.g., single-member limited liability companies).

### **Eligibility guidelines**

We will issue Entity Status Letters for:

- Corporations.
- Exempt organizations.
- Limited liability companies taxed as corporations, partnerships, or disregarded entities (e.g., single-member limited liability companies).

We **do not** issue entity status letters for:

- General partnerships.
- Limited partnerships.
- Limited liability partnerships.

However, any of these entities registered with the Secretary of State can send a written request for a Certificate of Good standing to:

Secretary of State  
(Limited Partnership, Limited Liability Partnership, or General Partnership)  
Section  
PO Box 944225  
Sacramento CA 94244-2250

**Where to get entity status letters**

You can request status letters at the public counter of any of our field offices. Sacramento area legal services couriers with bulk requests must submit them via email to [GSL@ftb.ca.gov](mailto:GSL@ftb.ca.gov). You can also make requests through the mail.

*For eligible entities other than exempt organizations, please send your request to:*

Franchise Tax Board  
PO Box 942857  
Sacramento CA 94257-0501

*For exempt organizations, please send your request to:*

Exempt Organizations Unit  
PO Box 1286 MS D-16  
Rancho Cordova CA 95741-1286

If you have any questions about obtaining an entity status letter, contact the Tax Practitioner Hotline at (916) 845-7057.